

EDITED KSA LISTING

CLASS: PHARMACIST II

| # | Knowledge, Skill, Ability |
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| | Knowledge of: |
| K1 | Advanced knowledge of administration of biological injections (e.g., immunizations, insulin, etc.) in order to appropriately treat inmate patients. |
| K2 | Advanced knowledge of compounding medications (e.g., parenteral, topical, oral, etc.) in order to fill prescription orders that are not commercially available. |
| K3 | Advanced knowledge of consultation principles and methods in order to provide direction, information and technical assistance to various agencies, department staff, etc. |
| K4 | Advanced knowledge of group processes to effectively function as a team member/team leader. |
| K5 | Advanced knowledge of management principles, techniques and issues used in developing a coordinated pharmacy program within a correctional setting in order to promote efficient pharmacy operation. |
| K6 | Advanced knowledge of operation (e.g., certification required, etc.) of pharmacy equipment (e.g., unit dose machine, biological safety cabinet, etc.) in order to fill prescriptions appropriately. |
| K7 | Advanced knowledge of overall patient services in order to understand the pharmacy's role in patient care, enhance those services, and effectively manage the institution's pharmacy involvement. |
| K8 | Advanced knowledge of patient assessment procedures in order to manage specific inmate patient drug therapy. |
| K9 | Advanced knowledge of the pharmaceutical operations of a large hospital in order to effectively manage the institution's pharmacy involvement in an in-patient setting. |
| K10 | Advanced knowledge of the principles and practices of effective supervision (e.g., employee development and promotion, etc.) in order to direct and manage the pharmacy, staff work activities, and promote a work environment free of discrimination and harassment, etc. |
| K11 | Advanced knowledge of waste management, biohazard waste, hot trash, etc. in order to achieve proper disposition and to comply with Federal and State laws, rules and regulations. |

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| K12 | Basic knowledge of clinical data (e.g., evaluations, drug interactions, disease states, laboratory data, chart review, etc.) in order to evaluate results of drug therapies, improve patient outcomes, etc. |
| K13 | Basic knowledge of commercially available pharmaceutical preparations in order to fill prescription orders, to advise medical staff of availability, and to place orders for inventory, etc. |
| K14 | Basic knowledge of filling and labeling prescriptions in order to effectively and accurately dispense medications, etc. |
| K15 | Basic knowledge of inventory principles and practices in order to control inventory and expenditures. |
| K16 | Basic knowledge of office machines (e.g., databases/computer, fax machines, copiers, telephones, etc.) in order to communicate, document and retrieve pharmaceutical information, create written documents, fill out forms, etc. |
| K17 | Basic knowledge of pharmaceutical calculations in order to provide accurate dosages of medication. |
| K18 | Basic knowledge of pharmacokinetics in order to accurately fill prescription orders, evaluate patient outcome, etc. |
| K19 | Basic knowledge of record management (e.g., filing, etc.) in order to document and retrieve pharmaceutical information. |
| K20 | Basic knowledge of roles, responsibilities, and interrelationships of the various health disciplines and agencies to obtain information, provide effective consultation, and promote quality health care to inmate patients, etc. |
| K21 | Basic knowledge of the general maintenance of the work facility in order to maintain a safe and secure work environment. |
| K22 | Basic knowledge of the institution's operation in order to apply the Department's policies and procedures, to direct staff and provide a safe work environment. |
| K23 | Basic knowledge of the institution's safety and security policies and procedures in order to promote a safe and secure work environment. |
| K24 | Basic knowledge of training processes and procedures in order to disseminate information, to instruct staff in the daily pharmacy operations, etc. |
| K25 | Basic knowledge of universal precautions in order to protect against various diseases, maintain a safe work environment, etc. |

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| K26 | Expert knowledge of drugs and pharmaceutical supplies required in the operation of a pharmacy in order to provide safe and effective patient care. |
| K27 | Expert knowledge of Federal and State laws, rules and regulations and court mandates pertaining to pharmacy operations in order to comply with confidential information, Federal and State laws, rules and regulations. |
| K28 | Intermediate knowledge of business administration principles and practices (e.g., statistical analysis, accounting, budgeting skills, economics, estimates, requisitions, etc.) in order to track all pharmacy data and anticipate expenditures. |
| K29 | Intermediate knowledge of pharmacology in order to accurately fill prescription orders, evaluate patient outcome, etc. |
| K30 | Intermediate knowledge of research principles and techniques in order to evaluate patient drug therapy, explore and assess new developments in drug therapy, etc. |
| K31 | Intermediate knowledge of medical terminology and abbreviations in order to interpret prescriptions, function in the medical field, provide and evaluate prescribed patient care, etc. |
| K32 | Intermediate knowledge of dealing with confidential, sensitive, multi-disciplinary inmate patient health care issues, etc. in a professional, ethical manner, etc. in order to process medication and prescription orders while promoting the highest level of patient care and confidentiality, etc. |

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| # | Knowledge, Skill, Ability |
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| | Skill to: |
| S1 | Skill to operate various office equipment (e.g., computer, fax machine, copier, telephones, etc.) in order to communicate with others, access internet for research information, vendor reports and order medications, create written documents, type prescription labels, access, enter, update and retrieve information, etc. |
| S2 | Skill to effectively communicate (verbally and in writing) in order to exchange and/or provide information to others (e.g., Health Care Manager [HCM], professional colleagues, committees, custody, etc.), make recommendations, train others, manage staff, write reports, memos, policies and procedures, and corrective action plans, take part in strategic planning, advocate for resources, build and maintain cooperative working relationships, etc. |
| S3 | Skill to analyze situations accurately and take effective action to direct/guide staff, promote quality health care for inmate patients, and ensure compliance with court mandates, Federal and State laws, rules, regulations, departmental policies and procedures, etc. |
| S4 | Skill to prepare written reports, documents, memoranda, etc. to provide information to management and others, guide/direct staff, obtain resources, and record activities. |
| S5 | Skill to effectively supervise and evaluate subordinate staff to develop and retain a qualified workforce to carry out the mission of the Health Care Services Division (HCSD), etc. |
| S6 | Skill to manage a pharmacy program or project to direct/guide staff, promote quality health care to inmate patients, and ensure compliance and consistency with court mandates, Federal and State laws, rules, regulations, departmental policies and procedures, etc. |
| S7 | Skill to establish and maintain priorities in order to complete assignments within established timelines. |
| S8 | Skill to compound various medications in order to properly combine various ingredients to create a stable, usable, viable product, etc. |
| S9 | Skill to administer certain injectable medications (e.g., insulin, immunizations, etc.) in order to provide inmate patient care. |
| S10 | Skill to utilize medical documentation and chart reviews in order to provide inmate patient care, etc. |

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| S11 | Skill in applying business administration principles and practices in order to promote and meet fiscal responsibilities, etc. |
| S12 | Skill to utilize pharmacokinetics in order to optimize patient care. |
| S13 | Skill in researching in order to obtain information, etc. |
| S14 | Skill in applying mathematical principles in order to fill accurate prescriptions. |
| S15 | Skill in evaluating patient specific data in order to appropriately interpret drug therapy, etc. |
| S16 | Skill in operating pharmacy equipment (e.g., biological safety cabinet, unit dose machine, etc.) in order to efficiently fill prescriptions, etc. |
| S17 | Skill to utilize pharmacology in order to optimize patient care and effectively function in the pharmacy environment, to disseminate appropriate data, etc. |
| S18 | Skill to work as a team member in order to accomplish the Department goals, etc. |

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| | Ability to: |
| A1 | Ability to work independently and efficiently (e.g., quickly, accurately, etc.) in order to accomplish the day-to-day requirements of the position. |
| A2 | Ability to follow directions in order to accomplish the day-to-day requirements of the position. |
| A3 | Ability to accurately apply Federal and State laws, rules, regulations, departmental policies and procedures, etc. as they relate to the site specific Pharmacy in order to comply with State and Federal laws, rules, regulations and departmental policies and procedures, etc. |
| A4 | Ability to follow established techniques for the proper utilization of medications, etc. |

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| | Special Personal Characteristics: |
| SPC1 | Properly exercise good judgment in order to effectively evaluate various situations (e.g., safety and security, personal interactions, supervisory duties, etc.) |
| SPC2 | Properly exercise ethical standards on and off site in order to comply with Federal and State laws, rules, and regulations, departmental policies and procedures, etc. |

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